### Additional Scheduling Information

1. All classes comply with the standard meeting times regardless of classroom assignment; the exception is career technical and special admission programs.

2. **The standard schedule on Monday/Wednesday/Friday**: one and two hour classes begin on the hour starting at 8:00 am. 90 minute classes may be scheduled at 8:30-9:50 am. Classes not fitting these time frames (such as 2.5 or 3 hour classes) may be scheduled at 2:00 PM or after.

3. **The standard schedule on Tuesday/Thursday**: 90 minute classes beginning at 8:30. Two hour classes may be scheduled from 8:00-9:50, 10:00-11:50 or 1:00-2:50. Classes not fitting these time frames (such as 2.5 or 3 hour classes) may be scheduled at 2:30 PM or after.

4. **Scheduling Classes Meeting One Day a Week**: Because of the demand for classrooms in the middle of the instructional day, it will not be possible to schedule sections that meet one day a week except in the late afternoon or on Friday. If a department can schedule additional sections with "complementary" day and time schedules in the same time slot on different days, then we may be able to accommodate requests for one-day-a-week meetings. For example, a course which extends beyond two hours or more such as on Tuesday afternoon must be paired with a course of similar length in the same room on Thursday afternoon. The same principle applies for Monday-Wednesday afternoon. Please carefully consider the impact this may have on a student’s schedule.

5. Departments should assure that course selections which satisfy the general education requirements for the AAS, AS and AAOT degrees are scheduled. It is important to work with other departments and divisions to create a schedule that fits the needs of our students.

6. Room assignments may change based on the need of the college. Departments should not expect that faculty members will be assigned the same space on a continuing basis for general purpose classrooms.